

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-020 **Issue Date:** 01-14-14 **Closing Date:** 02-28-14

Accounting Advisor
Central Accounting
Department of Finance
Hourly Wage: \$16.85/Full-Time/Regular

Is responsible to handle accounts payable and process incoming purchase orders, personal service vouchers, and travel authorizations. Edits accounts payable input. Monitors and maintains purchase order obligations and travel authorization advances. Assists tribal employees in completing accounts payable documents, prepares program correspondence, and provides programs with technical information as requested. Verifies purchases made by all grants and contract programs. Provides assistance on special projects as needed. At year end will provide assistance to process IRS required documents. Provides assistance to analyze adjustments and reconcile financial statements for audits. On a daily basis assists the Accounting Manager with verification of cash deposits and online banking reconciliations. Performs other related financial accounting duties required to meet compliance requirements of GAAP and OMB Circulars.

Knowledge, Skills and Abilities:

- Knowledge of generally accepted accounting principles and practice (GAAP).
- Knowledge of OMB Circulars A-87 and A-102.
- Knowledge of basic principles, practices, and procedures of governmental fund accounting.
- Knowledge of professional governmental and commercial administrative principles, theories, concepts and procedures.
- Knowledge of basic grants and contracts policies and procedures, specifically, the invoicing procedures.
- Knowledge of current literature, developments, and trends in the accounting field.
- Knowledge of the Yakama Nation Finance Manual and travel policies and procedures.
- Knowledge of basic purchasing policies and procedures.
- Knowledge of YN computerized financial accounting system.
- Ability to utilize general mathematics.
- Ability to accomplish workload timely and meet deadlines.
- Ability to edit and enter data accurately on a computer terminal.
- Ability to communicate effectively orally and in written form.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively with fellow employees, state and federal agencies.
- Skill in use of automated equipment.
- Skill in use of a computer and assorted software programs.

General Recruiting Indicators:

- AA degree required AND two years of progressively responsible bookkeeping or accounts management work in governmental fund accounting. OR,
- Four years experience as a Bookkeeper IV or Program Coordinator.

Necessary Special Requirements:

- Must possess a valid Washington State Driver's License.
- Required to pass a pre-employment drug and alcohol test.
- Pass a criminal background check.